

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3410 **TITLE:** ASSOCIATE DIRECTOR OF LIBRARY OPERATIONS
GRADE: S-31

DEFINITION:

Under direction, to coordinate and direct the County's public library network, encompassing all regional, community and neighborhood branches; and to do related work as required.

TYPICAL TASKS:

Coordinates through subordinate managerial personnel the budget, purchasing, personnel, physical plant, circulation, automation and service delivery enterprises of all public library facilities;
Participates in development of system goals, objectives and operating procedures and sets criteria for measuring their successful accomplishment;
Assesses staff and equipment needs and prepares annual operating budget for Division;
Participates in Library Board's deliberations on the budget submission;
Prepares grant requests;
Interviews all candidates for professional public library positions and approves the appointment and promotion of Division staff;
Approves staff participation and payment for continuing education activities;
Ensures branch-administration communication;
Chairs regional manager and head librarian meetings;
Appoints, and may chair, committees and task forces as needed;
Consults and advises the Director and Deputy Director, members of Executive Council and others on administrative and Division matters;
Prepares reports for the Library Board of Trustees on branch performance and plans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of library administration and library science;
Knowledge of budget preparation and financial record keeping;
Demonstrated ability to coordinate and direct the County's public library network;
Ability to plan, direct and coordinate the activities of a large staff;
Ability to communicate effectively, both orally and in writing;
Ability to maintain courteous and effective working relationships with employees and the general public.

EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an accredited library school and five years of increasingly responsible professional library experience, including three years in an administrative capacity.

NECESSARY SPECIAL REQUIREMENT:

Possession of a certificate issued by the Virginia State Board of Certification of Librarians.

APPROVED: October 25, 1982